

<p>JOHN P. MONTGOMERY Court Executive Officer (415) 499-6407</p>		<p>SUPERIOR COURT OF CALIFORNIA COUNTY OF MARIN 3501 Civic Center Drive P. O. Box 4988 San Rafael, CA 94913-4988</p>
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**THE ATTACHED PACKET CONTAINS ALL REQUIRED FORMS
FOR PROCEEDINGS IN CHANGE OF NAME**

Filing Fee 191.00

No refund of fees.

INSTRUCTIONS FOR PETITIONER IN APPLYING FOR CHANGE OF NAME:

- 1) Complete all blank spaces in black ink on the Petition and sign the form.
- 2) Fill in the name, address and phone number of petitioner in the upper left hand corner of each form: Petition, Order to Show Cause and Decree Changing Name. Complete all blank spaces on all forms with the exception of the hearing date and Judge's signature on the Order to Show Cause and Decree Changing Name.
- 3) Present an original and two (2) copies of the Petition, Order to Show Cause and Decree Changing Name to the Marin County Superior Court office with the required filing fee (in person, room 113, or by mail).

The clerk will set a date six weeks hence for a hearing on the Petition and issue a certified copy of the order to Show Cause after the Judge signs the Order. Hearings are set on the Uncontested Calendar at 9:00 am.

- 4) The Sheriff's Department shall determine whether or not an applicant for name change is under the jurisdiction of the Department of Corrections or is required to register as a sex offender pursuant to Section 290 of the California Penal Code.
- 5) The Petitioner is to publish the Certified copy of the Order to Show Cause in an adjudicated newspaper of general circulation in Marin County once a week for four (4) weeks. The newspaper will bill you for publication costs.
- 6) File an Affidavit of Publication (provided by the newspaper) with the Clerk of the Superior Court at least three (3) days PRIOR to the hearing date.
- 7) Attend the scheduled court hearing, at which time the Court will act upon the Petition and, if granted, sign the Decree.
- 8) File the Decree with the Clerk of the Superior Court.